



City of Santa Barbara

MAJOR ISSUES PROJECT COMPLIANCE CHECKLIST

Staff recommends use of this Major Issues Project Compliance Checklist when considering development of a property, to help anticipate major site and building design items. This list of questions includes references to the most commonly applied City ordinances and development standards. Other code requirements may apply, depending on the specific site or project proposed. Since this list can be used for all type of projects: residential or commercial, new construction or remodel, shell buildings or tenant improvements, etc., not all items will apply to all projects.

Project Address:	APN:
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ITEM		REFERENCE/COMMENTS
POTENTIAL MAJOR PROJECT ISSUES-PLANNING (805-564-5578)		
YES/NO	1) Is the USE allowed by the zone?	SBMC Title 28; see the specific zone.
YES/NO	2) Does the project meet residential DENSITY (including slope density) requirements?	Single Family Zones: SBMC §28.15.080 R-2 Zone: SBMC §28.18.075 R-3 and less restrictive: SBMC §28.21.080 AUD Incentive Program: SBMC Chapter 28.20
	3) Is project proposing compliance with the Average Unit-size Density (AUD) program	
YES/NO	4) Does the project comply with the City's Growth Management Ordinance (SBMC Chapter 28.85)? (Nonresidential Projects Only)	If there is a demolition, conversion, or new nonresidential floor area proposed, does it comply with SBMC Chapter 28.85? Include all cumulative net permitted non-residential floor area (excluding parking) since 1989. See Resolution 13-010, regarding implementation of the Grown Management Ordinance.
YES/NO	5) Does the project meet all SETBACK and YARD requirements?	SBMC Title 28; see the specific zone. SBMC Chapter 28.04: definitions of "Setback." and "Yard."
YES/NO	6) Does the proposed project meet PARKING Requirements?	SBMC §28.90.100. For multi-family, the residential unit configuration affects the parking requirement.
YES/NO	a) Is the parking non-conforming?	If an addition is proposed, additional parking may be required. See SBMC §28.90.001.2. For example: 50% rule for cumulative additions. Additionally, upgrades to the parking lot landscaping may be required. See SBMC §28.90.050.
YES/NO	b) If the use of the property is changing to a use that requires more parking spaces, have they been provided?	SBMC §28.90.001.N
YES/NO	7) Does the project meet BUILDING HEIGHT and number of stories limitations?	SBMC Title 28. See specific zones. SBMC §28.04.120: definition of Building Height.
YES/NO	8) Does the project comply with the SOLAR ACCESS ORDINANCE? (Residential Zones ONLY)	SBMC Chapter 28.11. See Solar Access Packet.
YES/NO	9) Does the project meet the OPEN YARD/outdoor living space requirements? (Residential & Mixed Use ONLY)	Single Family Zones: SBMC §28.15.060 R-2 Zone: SBMC §28.18.060 R-3 and less restrictive: SBMC §28.21.081
YES/NO	10) Does the project meet BUILDING	SBMC Title 28. See specific zone.

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	SEPARATION requirements?	
YES/NO	11) Does the project site abut a creek or other natural drainage course?	If so, contact the City Creeks Division at (805) 897-2658 to determine the required setback from the creek.
YES/NO	12) Is the project generally consistent with General Plan Policies (and/or Local Coastal Program Policies if in the Coastal Zone)?	Housing Element, Land Use Element, Circulation Element, Historic Preservation Element, Environmental Resources Element, Safety Element, LCP Policies.
OTHER PROJECT REQUIREMENTS-PLANNING		
YES/NO	13) Is the project in a Special Design District, Landmark or Historic District?	SBMC 22.22; 22.68 & 22.69
	14) Is the existing structure over 50 years of age?	Certain older structures may be considered historically significant which may impact proposed alterations or demolition proposals. SBMC 22.22
YES/NO	15) Is the project in the Coastal Zone (SD-3)?	SBMC Chapter 28.44
YES/NO	a) Is a Coastal Exemption, Coastal Exclusion, or Coastal Development Permit required?	Final zoning clearance cannot be granted until the appropriate coastal approval has been granted. Forms are available at the Planning and Zoning Counter or City's website.
	16) Is Design Review required?	
YES/NO	a) Architectural Board of Review	SBMC Chapter 22.68 Refer to applicable guidelines
YES/NO	b) Historic Landmarks Commission	SBMC Chapter 22.22 Refer to applicable guidelines
YES/NO	c) Single Family Design Board	SBMC Chapter 22.69 Refer to applicable guidelines. Recommend consultation with neighbors.
YES/NO	17) Is approval by the Planning Commission or Staff Hearing Officer required?	Discretionary review authority is based on application type, size, and site location.
YES/NO	18) Does the project comply with Floor to Lot Area Ratio (FAR) limitations? (Single-family residential projects ONLY)	SBMC Chapter 28.15 "FAR calculator" available on website FAR limit is a <i>guideline only</i> for lots over 15,000 s.f.
YES/NO	19) Does the project comply with the Inclusionary Housing Ordinance?	SBMC Chapter 28.43
YES/NO	20) Does the project comply with the Tenant Displacement Assistance Ordinance?	SBMC Chapter 28.89
	21) Does the project comply with the City's Storm Water Management Program?	City's Website, Creeks Division www.santabarbaraca.gov/Resident/Community/Creeks
YES/NO	22) Is the project site within 250 feet of Highway 101?	Certain site and building design standards may apply. See SBMC Chapter 22.65
YES/NO	23) Are any trees proposed to be removed within the right-of-way or front setback?	A Parks & Recreation or Community Development Permit may be required. See SBMC Chapters 15.20 and 15.24.
YES/NO	24) Are there special parcel tags for this property?	City's Website, Parcel Specific Information
YES/NO	25) Does the residential floor plan comply with the definition of a "Residential Unit?"	SBMC §28.04.590 and the Planning Commission Staff Report dated November 2, 2001, entitled, "Configuration of Residential Units."
	26) All discretionary projects require environmental review, as mandated by the California Environmental Quality Act. Staff may require additional information or studies based on the project scope and location.	A "Master Environmental Assessment (MEA) Report" can be generated for your site, as an initial screening tool. Visit www.santabarbaraca.gov/services/maps/default.asp and click on the "Searches" tab to find the "MEA Report" icon. (Consult with planning staff to interpret results of MEA Report).
SHEET	POTENTIAL MAJOR PROJECT ISSUES-BUILDING & SAFETY	

	ITEM	REFERENCE/COMMENTS
	27) Allowable Area Code/Occupancy Analysis	California Building Code Table 503
	a) Construction Type	California Building Code Chapter 6
	b) Occupancy Group	California Building Code Chapter 3
	c) Fire Sprinklers	California Building Code Chapter 9 & SBMC Chapter 22.04
	d) Required Separation of Occupancies	California Building Code Table 508.4
	e) Exiting	California Building Code Chapter 10. Exiting system must provide minimum number of exits as determined by this chapter and exits must have access to the public way (see CBC for exceptions and specifics)
	28) Geological / Soils Reports	
	a) Slope Stability	California Building Code Section 1803.5.11
	b) Conejo Slide Area	See SBMC Chapter 22.90 for details
	c) Soils Report required – Commercial projects	California Building Code Chapter 18
	d) Soils Report required – Residential projects	California Residential Code R401.4 & SBMC Chap. 22.04
	29) State Accessibility Standards	
	a) New commercial building	California Building Code Chapter 11B
	b) Existing commercial building	California Building Code 11B-202.4.
	c) New accessible parking (spaces)	California Building Code Table 11B-208.2. The number of accessible spaces shall be required for each parking facility; covered and uncovered.
	d) New multi-unit residential building	California Building Code Chapter 11A. Apartment buildings with 3 or more dwelling units. Condominiums with 4 or more dwelling units.
	e) Elevator requirements	California Building Code 11B-206.3.
	30) Underground Utilities Required	SBMC Chapter 22.38
	a) Is a “new structure” being proposed with utilities?	All service connections for utilities serving a “new structure” or any existing structure located on the same parcel as a “new structure” except for distribution facilities shall be installed or relocated underground, except as permitted by SBMC Chapter 22.38 (see SBMC Section 22.38.020 for definition of “new structure”)
	b) Does the project valuation of improvements exceed 50% of current valuation?	All service connections for utilities serving the existing structure must be undergrounded.
	c) Are additions proposed to the existing structure which exceeds 500 square feet and fifty percent (50%) of the existing floor area?	All service connections for utilities serving the existing structure must be undergrounded.
	31) Separate Unit Metering Requirements	California Plumbing Code Section 423.1 & SBMC Chapter 22.04. For residential occupancies each dwelling unit shall be serviced by a separate City water meter.
YES/NO	32) Flood Plain Management Is your project in a flood plain or flood way?	SBMC Chapter 22.24. Compliance with base flood elevations, flood proofing or building location restrictions may be required
	33) Erosion Control & Sedimentation Requirements	SBMC Chapter 22.85
	34) Required Plumbing Fixtures	California Plumbing Code Section 422.0 & SBMC 22.04
POTENTIAL MAJOR PROJECT ISSUES-TRANSPORTATION (805-564-5385)		
YES/NO	35) Are Improvements to, or new street and or sidewalk required?	SBMC Chapter 22.44 - Street dedication and/or improvements such as sidewalks required in all zones

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		Except A, E, R-1 and R-2 with certain exceptions.
YES/NO	36)Have you incorporated Pedestrian Master Plan Design standards?	Chapter VIII Pedestrian Master Plan www.santabarbaraca.gov/civicax/filebank/blobdload.aspx?blobid=16533
YES/NO	37)Is bike parking required?	SBMC Chapter 28.90 and §28.20.070.F.3
YES/NO	a) Has Required Bike Parking been incorporated into project per standard near main building entrances?	SBMC §28.90.045.E.1.3
YES/NO	38)Do project parking spaces meet minimum dimensions?	City Standards for Parking Design www.santabarbaraca.gov/civicax/filebank/blobdload.aspx?BlobID=12076
YES/NO	39)Have you consulted with Transportation Division on the level of traffic impact analysis required?	Future project generated traffic must be analyzed by staff to determine project's consistency with City policies.
POTENTIAL MAJOR PROJECT ISSUES-ENGINEERING (805-564-5363)		
YES/NO	40)Is project site on the Street Widening Setback list?	SBMC Chapter 28.83
YES/NO	41)Have you included the required public improvements on your site plan	SBMC Chapter 22.44
YES/NO	42)Are all ADA/T24 improvements proposed on-site?	
YES/NO	a) If not, have you discussed the supportability for construction in the ROW and a Minor Encroachment Permit (MEP) with Public Works staff, and obtained preliminary support in writing?	SBMC Chapter 10.55
YES/NO	43)Does your project involve construction of privately owned features in the ROW?	
	a) If so, have you discussed the supportability for construction in the ROW and a Minor Encroachment Permit (MEP) with Public Works staff, and obtained preliminary support in writing?	SBMC Chapter 10.55
YES/NO	44)Does your project involve significant private use of the ROW?	
	a) If so, you may need staff to present the concept to City Council if it does not meet the definition of 'minor' after ABR/HLC concept review and prior to ABR/HLC final approval.	SBMC Chapter 10.55 and Title 1
YES/NO	45) Do you know the location of all your property lines, right of way lines and easement lines?	
	a) Obtain a current preliminary title report (PTR) and reference documents to ensure your property and project are well defined and with the legal boundaries.	
YES/NO	46) Is your project located on multiple lots or parcels?	
YES/NO	47) Does your property have any utility lines underground or overhead that may change the site layout?	
YES/NO	48) Does your property have any storm	

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	water drainages, either built or natural, either below ground or on surface?	
YES/NO	49) Will your project need to be designed to provide for the flow of surface storm-water from properties upstream/uphill?	California Drainage Law
YES/NO	50) Does your project require a water main extension or sewer main extension	
YES/NO	51) Is the Fire Department Requiring a fire hydrant to be constructed within 300-500 feet of a new or remodeled building?	SBMC Chapter 08.04, See Fire comments
YES/NO	52) Has consideration been given for the cost of the project's new water and sewer buy-in fees?"	The City-wide fee resolution for fiscal year 2016 is a minimum of \$11,047 per additional dwelling unit."
POTENTIAL MAJOR PROJECT ISSUES-FIRE (805-564-5702)		
YES/NO	53) Is the access for emergency vehicles a minimum width of 20 feet to within 150 feet of all exterior walls when serving commercial structures or more than three residential structures or 16 feet in width when serving three or fewer residence?	SBMC Chapter 8.04, Section 503.1.1 & 503.2.1
YES/NO	b) Grade slope 16% or less	SBMC Chapter 8.04, Section 503.2.7
YES/NO	c) All weather surface	SBMC Chapter 8.04, Section 503.2.3
YES/NO	d) Supports a minimum 60,000 pounds	SBMC Chapter 8.04, Section 503.2.3
YES/NO	e) Maneuvering cross slope 6% or less	SBMC Chapter 8.04, Section 503.7.1
YES/NO	54) Are there fire hydrants within 300 feet of all exterior walls when serving commercial structures or 500 feet when serving residential structures?	SBMC Chapter 8.04, Section 507.5.1 & 507.5.1.1
YES/NO	55) If the access for emergency vehicles exceeds 300 feet has a cul de sac or hammerhead turnaround been provided in accordance with City Standards?	SBMC Chapter 8.04, Section 503.2.5
YES/NO	56) Does the building require an automatic fire sprinkler system per triggers below?	If so, has consideration been given to size, location and screening the backflow device?
YES/NO	a. Required for all new buildings	SBMC Chapter 8.04, Section 903.2.20
YES/NO	b. Required for buildings increasing the hazard occupancy classification	SBMC Chapter 8.04, Section 903.2.20.5
YES/NO	c. Required for commercial structures where the area of tenant improvement exceeds 50% of the existing square footage	SBMC Chapter 8.04, Section 903.2.20.4
YES/NO	d. Required for commercial structures where an addition is made	SBMC Chapter 8.04, Section 903.2.20.3
YES/NO	e. Required for residential structures where the area of a remodel and/or addition exceeds 75% of the existing square footage	SBMC Chapter 22.04, Section R313.2.3
YES/NO	57) A project directory is required for mixed use buildings, apartment and hotel/motel buildings and campus style properties. Has	SBMC Chapter 8.04, Section 505.3 and Planning & Zoning Division

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	preliminary approval been granted by the Planning & Zoning Division?	
INTER-DEPARTMENTAL PROJECT ISSUES		
YES/NO	58) Does your project require a trash or recycling container enclosure?	SBMC Chapter 8.04, Section 505.3 and Planning & Zoning Division
YES/NO	59) Does your project require a new SCE transformer?	SBMC Chapters 22.22 & 22.68 Screening may be required.
YES/NO	60) Does your project require new gas or electric meters that need to be shown on the ABR/HLC elevations or site plans?	SBMC Chapters 22.22 & 22.68 Screening may be required.
YES/NO	61) Does your project require a new backflow prevention device?	SBMC Chapters 22.22 & 22.68 Screening may be required.